

# VILLAGE OF MUNDELEIN



## APPLICATION PACKET FOR REVIEW BEFORE THE APPEARANCE REVIEW COMMISSION

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### COMMUNITY DEVELOPMENT

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Mundelein, IL 60060  
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## CRITERIA: CERTIFICATE OF APPROVAL - (Municipal Code Section 16.22.020)

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The purpose of the Appearance Review Commission (ARC) is to provide an appointed, advisory body that shall make recommendations to the Village Board on matters related to external architectural design, aesthetics, landscape, and signage. The ARC works with the petitioner to develop a creative and harmonious design that enhances the overall character of the Village of Mundelein. Decisions are based on the following criteria:

1. **Building Design.** Architectural style is not restricted; however, extremes of style not indigenous to the village are not encouraged. Evaluation of appearance of a project shall be based on quality of its design and relationship to surroundings.
2. **Monotony.** No two single-family dwellings of similar front elevation or facade shall be constructed or located on adjacent lots in subdivisions containing four or more units.
3. **Rooflines.** Rooflines of single-family dwellings as seen from the front of the dwelling can be deemed sufficient to render buildings containing such changes and built on adjacent lots to be dissimilar:
4. **Windows.** Size, location, or type of predominant windows as seen from the front of the dwelling can be deemed sufficient to render buildings containing such changes and built on adjacent lots to be dissimilar:
5. **Construction Materials and Color.** Color change shall be made by significant changes in adjacent colors. When materials are changed, the change must occur throughout the front facade or elevation for a minimum of one story in height. The change must be one of color rather than merely of the shade. Construction material between adjacent single-family dwellings as seen from the front of the dwellings can be deemed sufficient to render buildings containing such changes and built on adjacent lots to be dissimilar.
6. **Relationship of Buildings to Site.** Projects shall reflect the character of the site upon which they are located. Compatibility to grade conditions, degree of exposure from passers-by, the context of adjacent structures, exceptional views, tree masses, and size of the lot are some of the factors to be considered.
7. **Relationship of Project to Adjoining Area.** Designs shall demonstrate a harmony in texture, lines, and masses between all adjacent buildings. Monotony shall be avoided. Without restricting the permissible limits of the applicable zoning district, the height and scale of each building shall be compatible with its site and existing (or anticipated) adjoining buildings. Adjacent buildings of different architectural styles shall be made compatible by such means as screens, sight breaks and materials. Attractive landscape transition to adjoining properties or compatible use characteristics shall be provided. Project features which may have negative impacts upon adjacent properties, such as parking lots, service entrances, loading zones, mechanical equipment, etc., shall be buffered from the adjacent properties.
8. **Landscape and Site Treatment.** Landscape elements included in these criteria consist of all forms of planting and vegetation, ground forms, rock groupings, water patterns, and all visible construction except buildings and utilitarian structures. Each landscape plan shall address the functional aspects of landscaping such as drainage, erosion prevention, and wind barriers. Where natural or existing topographic patterns contribute to beauty and utility of a development, they shall be preserved and enhanced. Modification to topography will be permitted where it contributes to good appearance. Landscape treatment shall be provided to enhance architectural features, strengthen vistas and important axes, and to provide shade. Landscaping shall also comply with the provisions of any Landscape Code.
9. **Signs.** Every sign shall have appropriate scale in its design and in its visual relationship to buildings and surroundings. All signs shall comply with the provisions of the Mundelein Sign Ordinance.
10. **Lighting.** All exterior lighting should balance the need for energy conservation with needs for safety, security and decoration. Where decorative exterior floodlighting is used, it shall consist of an appropriate level of illumination, texture, and color to dramatize a setting and extend the hours of the setting's usefulness. Floodlighting fixtures shall be located or shielded so that their presence is minimized.
11. **Miscellaneous Structures and Site Accessories.** Miscellaneous structures and street hardware shall be designed to be part of the architectural and landscape design concept. The materials shall be compatible, the scale shall be appropriate, and the colors shall be in harmony with buildings and surroundings.
12. **Maintenance Design Factors.** Continued quality of appearance depends upon the extent of quality of maintenance. The choice of materials and their use, together with the types of finishes and other protective measures, must be conducive to each maintenance and upkeep.

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## **TYPICAL APPEARANCE REVIEW PROCESS**

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### **Submission Deadlines**

Deadlines are provided on the following page to assist in planning and time management for the proposed project.

### **Meeting Schedule**

The ARC consists of five appointed members. The ARC meets the second and fourth Tuesday of each month at Fire Station No. 1, 1000 North Midlothian Road, Mundelein, Illinois, in Training Room B. Meetings begin at 7:00 p.m.

### **Preliminary Conference**

The project applicant (petitioner) first meets with a representative of Community Development to discuss the proposal and to determine the necessary process for approval. A concept plan consisting of measurable sketches with a scale/ruler, existing and proposed site data, and site photo, should be available for review by a planner. To schedule a preliminary conference contact Community Development at 847-949-3282.

The ARC reviews the following types of projects:

1. All new non-residential buildings.
2. All new residential multi-lot developments.
3. All existing non-residential buildings proposing exterior modifications.
4. Sign programs, landscape plans, photometrics, architectural elements and elevations, and the site plan as it relates to these elements.

### **Draft Petition**

Submit two (2) folded and collated copies no larger than 24" x 36 " and one (1) legible copy no larger than 11" x 17" of the draft petition to Community Development for review. The petition must be complete with all attachments. Upon review, staff will provide feedback in the form of a review letter. Please reference the [Application Checklist](#) for a list of items to include in the draft petition. If it is determined that the documents are in compliance with Village codes, an Appearance Review Commission meeting will be scheduled and the petitioner will be advised to make final copies of the plans. If changes are required, the petitioner shall resubmit revised plans for another departmental review, which will delay the date for the meeting.

### **Final Petition**

After all issues have been adequately addressed, staff will direct the petitioner to proceed with the final petition submittal. Please reference attached [Submittal Requirements](#) for a list of items to include in the final petition. The final petition submittal must include one (1) original, plus twelve (12) copies.

The Appearance Review Commission makes the final determination on the plans, with two exceptions:

1. The petitioner wishes to appeal the decision.
2. The proposal does not meet the Village's code requirements.

In both instances, the proposal will first be reviewed and voted on by the Appearance Review Commission. The recommendation will be forwarded on to the Village Permits Committee. A meeting will be called during the Village Board meeting for a Permits Committee Meeting. Community Development staff will assist you through this process.

### **Incomplete Applications Will Not Be Accepted**

The table below lists the required submittal dates to be considered for an Appearance Review Commission Agenda.

**Appearance Review Commission Submission Schedule**

(30 Days Prior to Meeting)

(2 Weeks Prior to Meeting)

<b>Draft Submit By:</b>	<b>Final ARC Packets By:</b>	<b>For Meeting Date:</b>
December 28, 2009	January 12, 2010	January 26, 2010
January 11, 2010	January 26, 2010	February 9, 2010
January 25, 2010	February 9, 2010	February 23, 2010
February 8, 2010	February 23, 2010	March 9, 2010
February 22, 2010	March 9, 2010	March 23, 2010
March 15, 2010	March 30, 2010	April 13, 2010
March 29, 2010	April 13, 2010	April 27, 2010
April 12, 2010	April 27, 2010	May 11, 2010
April 26, 2010	May 11, 2010	May 25, 2010
May 10, 2010	May 25, 2010	June 8, 2010
May 24, 2010	June 8, 2010	June 22, 2010
June 14, 2010	June 29, 2010	July 13, 2010
June 28, 2010	July 13, 2010	July 27, 2010
July 12, 2010	July 27, 2010	August 10, 2010
July 26, 2010	August 10, 2010	August 24, 2010
August 16, 2010	August 31, 2010	September 14, 2010
August 30, 2010	September 14, 2010	September 28, 2010
September 13, 2010	September 28, 2010	October 12, 2010
September 27, 2010	October 12, 2010	October 26, 2010
October 11, 2010	October 26, 2010	November 9, 2010
October 25, 2010	November 9, 2010	November 23, 2010
November 15, 2010	November 30, 2010	December 14, 2010
November 29, 2010	December 14, 2010	December 28, 2010
December 13, 2010	December 28, 2010	January 11, 2011
December 27, 2010	January 11, 2011	January 25, 2011
January 10, 2011	January 25, 2011	February 8, 2011
January 24, 2011	February 8, 2011	February 22, 2011
February 7, 2011	February 22, 2011	March 8, 2011
February 21, 2011	March 8, 2011	March 22, 2011
March 14, 2011	March 29, 2011	April 12, 2011
March 28, 2011	April 12, 2011	April 26, 2011
April 11, 2011	April 26, 2011	May 10, 2011
April 25, 2011	May 10, 2011	May 24, 2011
May 16, 2011	May 31, 2011	June 14, 2011
May 30, 2011	June 14, 2011	June 28, 2011
June 13, 2011	June 28, 2011	July 12, 2011
June 27, 2011	July 12, 2011	July 26, 2011

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## APPLICATION CHECKLIST

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The following items are a required part of the Appearance Review Commission application. Some items may not be applicable for all proposed projects. Use the attached table to determine what is required with the application. Please contact the Community Development Department at 847-949-3282 if you require assistance.

### TWELVE COPIES OF THE INFORMATION LISTED BELOW

Please submit two (2) copies for review prior to making twelve (12) packets.

Submit twelve (12) individual, collated packets, folded and bound together.

1. APPEARANCE REVIEW COMMISSION APPLICATION
  - a. Fill out all portions of the form. Write n/a where items do not apply.
2. DETAILED WRITTEN DESCRIPTION OF REQUEST
3. PLAT OF SURVEY
4. PHOTOGRAPHS
  - a. Include photographs of adjacent properties and/or signs.
5. LANDSCAPE PLAN
  - a. Preliminary engineering plans
  - b. Building(s) location(s)
  - c. Parking lot(s)
  - d. Ingress and egress
  - e. Location of all plantings
  - f. Number, size and variety of all plants and trees
  - g. For sites over 1 acre include separate Tree Preservation Plan
6. SITE PLAN
  - a. Scale and north arrow
  - b. Address of site
  - c. Building(s)
  - d. All property and street pavement lines
  - e. Square footage of parcel
  - f. Ingress and egress
  - g. On-site parking areas and parking stalls (include number of stalls)
  - h. Adjacent streets
  - i. All fences (indicate height and type)
  - j. Refuse enclosure (include height and materials used)
  - k. All accessory structures
  - l. Topography
7. PHOTOMETRICS
  - a. General lighting on perimeter of building and for parking lot
8. BUILDING ELEVATIONS (include following)
  - a. Elevations for all 4 sides
  - b. Indicate type and color of building materials
9. SIGN(S)
  - a. Dimensions and square footage of signs
  - b. Color(s)
  - c. Locations on site
  - d. Illumination information
10. ADDITIONAL ITEMS
  - a. Color rendering
  - b. Color landscaping plan
  - c. Samples of exterior building materials

**APPEARANCE REVIEW COMMISSION APPLICATION**

ARC Case #: \_\_\_\_\_

Application Date: \_\_\_\_\_

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**PROPERTY INFORMATION**

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Common Name: \_\_\_\_\_ Address: \_\_\_\_\_

Property Index Numbers (PIN):

1. \_\_\_\_\_ 2. \_\_\_\_\_ 3. \_\_\_\_\_

Legal Description (Found on Plat): \_\_\_\_\_

Existing Land Use: \_\_\_\_\_ Existing Zoning: \_\_\_\_\_

Surrounding Land Uses: \_\_\_\_\_ Surrounding Zoning: \_\_\_\_\_

Property Size (Square Feet/Acres): \_\_\_\_\_ Building Sizes: \_\_\_\_\_

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**PETITIONER INFORMATION – Company address or personal address.**

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Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

Website (If Applicable): \_\_\_\_\_

Petitioner Status:

- Owner
- Lessee
- Contract Purchaser

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**PROPERTY OWNER INFORMATION**

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Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_ Fax: \_\_\_\_\_

Address: \_\_\_\_\_

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**REQUESTED ACTIONS** – Select all that apply.

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- New Building
- Addition
- New Development
- Façade Change
- Materials
- Elevations
- Landscape Plans
- Photometrics and Lighting Fixtures
- Site Plan
- Signs

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**PROJECT DESCRIPTION** – Attached or below, please describe your project and background information including, but not limited to, how the proposed project influences surrounding properties, what types of materials are proposed, what extent of work is proposed (demolition and rebuild, façade renovation, addition, etc.) project history, community benefits.

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## REQUIRED SIGNATURES

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The undersigned states under oath that he/she/they are the **Legal Owner(s)** of record as legal owner of the realty described in this Application for the Appearance Review Commission, and the statements that he/she made in the foregoing application are true in substance and in fact.

Signature (Owner): \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

Signature (Owner): \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

The undersigned states under oath that he/she/they are the **Contract Purchaser** of record as a contract purchaser of the realty described in this Application for the Appearance Review Commission, and the statements that he/she made in the foregoing application are true in substance and in fact.

Signature Contract Purchaser: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

The undersigned states under oath that he/she/they are the **Lessee** of record as the lessee of the realty described in this Application for the Appearance Review Commission, and the statements that he/she made in the foregoing application are true in substance and in fact.

Signature Lessee: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_ Title: \_\_\_\_\_

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## ACCEPTANCE OF APPLICATION

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When the Director of Planning & Development or his/her designee determines that the application is complete, the petitioner shall submit twelve (12) copies of the required materials for departmental review. Copies of staff comments will be sent to the petitioner upon completion. If revisions are necessary, the application materials shall be resubmitted and all revisions shall be clearly marked.

A public meeting will be scheduled only when all revisions have been completed by the petitioner.

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## APPEARANCE REVIEW PUBLIC MEETING

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### General Procedures for Appearance Review Public Meetings

1. **Pledge of Allegiance**
2. **Roll Call**  
Roll Call taken of all Appearance Review Commissioners.
3. **Formal Announcement**  
Exact description of the purpose of the meeting.
4. **Petitioner Identified**  
Establish if petitioner is present and ready to proceed. Determine the following names and addresses for the Recording Secretary:
  - (a) Principal spokesperson
  - (b) Others who will speak
5. **Petitioner's Presentation**
6. **Departmental Reports**  
Comments from various Village departments as outlined in the ARC packet.
7. **Appearance Review Commissioners**  
Questions and comments.
8. **Appearance Review Commissioners**  
Final Deliberation
9. **Motion**  
Vote





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## **AUDIO/VISUAL MATERIAL SUBMITTAL REQUIREMENTS**

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The Village of Mundelein has projection capabilities in the Village Board Room at the Fire Station. Therefore, if it is the preference of the petitioner to make a digital presentation in lieu of boards, arrangements can be made if properly notified.

### **Digital Submittal Requirements**

- All digital presentation shall be submitted as a Microsoft PowerPoint presentation on a CD or other transferable medium no later than one week prior to the public meeting or public hearing.

#### **Deadlines**

**Plan Commission** – the Wednesday prior to the hearing/meeting

**Appearance Review Commission** – the Tuesday prior to the meeting

**Zoning Board of Appeals** – the Monday prior to the hearing

**Village Board** – the Monday prior to the meeting/hearing

If requested by the petitioner, the compact disk or other device may be returned once the information has been obtained from the device.

- In addition to the PowerPoint presentation, the compact disk shall also contain digital copies of all required plans submitted for board or commission distribution. These plans shall be in Portable Document Format (PDF).
- Please provide a hardcopy or digital copy of presentation to the Recording Secretary.

### **Presentation at the Meeting or Hearing**

- The Village will provide a laptop computer for the presenter to use at the meeting or hearing. The Microsoft PowerPoint presentation will already be loaded onto the computer as a slideshow.
- If the presenter has any specific requirements regarding the presentation or meeting, these must be relayed to staff at least three days prior to the hearing or meeting.

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**Village of Mundelein - Community Development**  
**440 East Hawley Street - Mundelein, Illinois 60060**  
**Phone: (847) 949-3282 - Fax: (847) 949-2154**

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